

R430-100-10. EMERGENCY PREPAREDNESS.

- (1) The provider shall post the center's street address and emergency numbers, including ambulance, fire, police, and poison control, near each telephone in the center.**

Rationale / Explanation

It is easy for caregivers to panic in an emergency situation. The purpose of this rule is so that caregivers have easy and immediate access to phone numbers they might need to use in an emergency, and can give emergency personnel, such as the police or the fire department, the center's street address. CFOC, pgs. 376-377 Standard 8.077

Enforcement

In areas with 911 service, posting 911 can meet the requirement for posting emergency numbers for ambulance, fire, and police, but not poison control.

Centers can program these numbers into cell phones, provided the numbers are posted at least once in the center office, where someone who may not know how to access them in the cell phone can find them.

Level 1 Noncompliance: If failure to post this information resulted in an emergency situation in which emergency personnel were not contacted or able to respond in a timely manner.

Level 2 Noncompliance otherwise.

- (2) At least one person at the facility at all times when children are in care shall have a current Red Cross, American Heart Association, or equivalent first aid and infant and child CPR certification.**

Rationale / Explanation

To ensure the health and safety of children in a child care setting, including during off-site activities, someone who is qualified to respond to common life-threatening emergencies must be present at all times. The presence of such a qualified person can mitigate the consequences of injury and reduce the potential for death from life-threatening conditions. Having these emergency skills, and the confidence to use them, are critically important to the outcome of an emergency situation. CFOC, pgs. 21-22 Standards 1.026, 1.027

Enforcement

The person with a current first aid certification and the person with a current CPR certification do not have to be the same person.

Infant CPR certification is not required if the center does not care for infants or toddlers.

Always Level 2 Noncompliance. See Enforcement instructions for R430-100-9(1)(h) above if the provider indicates they have the needed certifications, but cannot find documentation of them during the visit.

- (3) The center shall maintain at least one readily available first aid kit, and a second first aid kit for field trips if the center takes children on field trips. The first aid kit shall include the following items:**
- (a) disposable gloves;**
 - (b) assorted sizes of bandaids;**
 - (c) gauze pads and roll;**

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- (d) adhesive tape;
 - (e) antiseptic or a topical antibiotic;
 - (f) tweezers; and
 - (g) scissors.
- (4) Each first aid kit shall be in a closed container, readily accessible to staff but inaccessible to children.

Rationale / Explanation

The purpose of this rule is to ensure centers have the supplies needed to respond to minor injuries of children, while also ensuring that children are not injured by having access to harmful items in the kit. CFOC, pg. 226 Standard 5.093

Enforcement

Licensors should check one center first aid kit for all of the specific items listed, and then check to make sure additional kits are there as required for vehicles or field trips. Every individual item doesn't need to be checked for in every first aid kit, just in one main center kit.

Items that are elsewhere in the center because they have recently been taken from the first aid kit to be used to treat a child should not be considered missing from the kit.

Level 2 Noncompliance if children have access to the first aid kit.

Level 3 Noncompliance otherwise.

- (5) The provider shall have a written emergency and disaster plan which shall include at least the following:
- (a) procedures for responding to medical emergencies and serious injuries that require treatment by a health care provider;
 - (b) procedures for responding to fire, earthquake, flood, power failure, and water failure;
 - (c) the location of and procedure for emergency shut off of gas, electricity, and water;
 - (d) an emergency exit plan;
 - (e) an emergency relocation site where children may be housed if the center is uninhabitable;
 - (f) a means of posting the relocation site address in a conspicuous location that can be seen even if the center is closed;
 - (g) the transportation route and means of getting staff and children to the emergency relocation site;
 - (h) a means of accounting for each child's presence in route to and at the relocation site;
 - (i) a means of accessing children's emergency contact information and emergency releases; including contact information for an out of area/state emergency contact person for the child, if available;
 - (j) provisions for emergency supplies, including at least food, water, a first aid kit, diapers if the center cares for diapered children, and a cell phone;
 - (k) procedures for ensuring adequate supervision of children during emergency situations, including while at the center's emergency relocation site; and
 - (l) staff assignments for specific tasks during an emergency.

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Rationale / Explanation

Maintaining calm and composed thinking can be difficult in emergency situations. When emergencies happen, it is important to have a well thought-out and practiced plan in writing that staff can refer to. Having such a practiced plan can prevent poor judgement in the stress of an emergency situation. CFOC, pgs. 114-115 Standard 3.049; pgs. 347-348 Standards 8.024, 8.026

The requirement for posting the relocation site address in a conspicuous location is so that, in the event of an emergency when the center has been evacuated, parents coming to the center will know where the children have been evacuated to.

Additional helpful (but not mandatory) emergency supplies could include blankets, a flashlight, and books, toys, or activities to occupy children.

Enforcement

Level 1 Noncompliance: If the lack of a complete written emergency and disaster plan results in injury to a child.

Level 2 Noncompliance: If there is no written emergency and disaster plan, but this has not resulted in injury to a child.

Level 3 Noncompliance: If there is a written emergency and disaster plan, but it is missing one or more of the required topics.

- (6) The provider shall ensure that the emergency and disaster plan is followed in the event of an emergency.**

Rationale / Explanation

This rule is closely tied to R430-100-8(5), which requires that either the center director or a designee with written authority to act on behalf of the center director is present at the facility whenever the center is open for care. In an emergency situation, it is crucial that there be a clearly designated line of authority, and that the person in charge directs all staff to carry out the emergency plan as written and practiced. This cannot happen unless staff have regular training in the plan and practice in carrying it out.

Enforcement

Level 1 Noncompliance if the failure to follow the written emergency and disaster plan results in injury to a child.

Level 2 Noncompliance otherwise.

- (7) The provider shall review the emergency and disaster plan annually, and update it as needed. The provider shall note the date of reviews and updates to the plan on the plan.**

Rationale / Explanation

The purpose of this rule is to ensure that the information in the emergency and disaster plan is up-to-date, so that staff do not attempt to follow an out-of-date plan in the event of an emergency.

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Enforcement

Always Level 3 Noncompliance.

- (8) The emergency and disaster plan shall be available for immediate review by staff, parents, and the Department during business hours.**

Rationale / Explanation

Maintaining calm and composed thinking can be difficult in emergency situations. It is crucial for staff to have access to the written plan to refer to in the event of an emergency. Parents need access to the plan to ensure they understand what procedures the center will follow in the event of an emergency. CFOC, pgs. 347-348 Standard 8.024; pgs. 335-336 Standard 8.005

Review of the written policies by the Department is used to determine, in part, the center's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057

Enforcement

Always Level 3 Noncompliance.

- (9) The provider shall post emergency exit plans in conspicuous locations in each area or classroom occupied by children or staff. The emergency exit plan shall identify the reader's location within the building, and shall show the exit paths and the locations of the fire extinguishers and fire alarm pulls.**

Rationale / Explanation

Maintaining calm and composed thinking can be difficult in emergency situations. Diagramed evacuation procedures are the easiest to follow in the event of an emergency. Floor plan layouts that show two alternate exit routes (in case one is blocked) are best. Plans should be clear enough that a visitor to the facility could easily follow the instructions. CFOC, pgs. 347-348 Standard 8.024

Enforcement

If a center has one large room that has been divided with furniture into multiple smaller classrooms, with each classroom having their own group of children and assigned caregiver(s), then each smaller classroom should have an emergency exit plan posted in it.

Always Level 3 Noncompliance.

- (10) The provider shall conduct fire evacuation drills monthly. Drills shall include complete exit of all children and staff from the building.**

Rationale / Explanation

Maintaining calm and composed thinking can be difficult in emergency situations. When emergencies happen, it is important to have a well thought-out and practiced plan in writing that staff can refer to. Having such a practiced plan can prevent poor judgements made in the stress of an emergency situation. Practicing the plan

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also provides opportunities to identify and work out any problems that arise during practice, before actual emergencies occur. CFOC, pgs. 347-348 Standards 8.024, 8.026

Enforcement

Level 1 Noncompliance: If there is not a record of any drills being conducted for each of the previous 12 months, and there is an actual fire in which children were not effectively evacuated.

Level 2 Noncompliance: If there is a record of drills conducted for less than 8 of the previous 12 months.

Level 3 Noncompliance: If there is a record of drills conducted for 8-11 of the previous 12 months.

(11) The provider shall document all fire drills, including:

- (a) the date and time of the drill;**
- (b) the number of children participating;**
- (c) the name of the person supervising the drill;**
- (d) the total time to complete the evacuation; and**
- (e) any problems encountered.**

Rationale / Explanation

Maintaining calm and composed thinking can be difficult in emergency situations. When emergencies happen, it is important to have a well thought-out and practiced plan in writing that staff can refer to. Having such a practiced plan can prevent poor judgements made in the stress of an emergency situation. Practicing the plan also provides opportunities to identify and work out any problems that arise during practice, before actual emergencies occur. CFOC, pgs. 347-348 Standards 8.024, 8.026

Review of the evacuation records by the Department is used to determine, in part, the center's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057

Enforcement

This rule is cited when there is a record of one or more drills having been conducted, but the record does not include all of the information required in this rule.

Always Level 3 Noncompliance.

(12) The provider shall conduct drills for disasters other than fires at least once every six months.

Rationale / Explanation

Maintaining calm and composed thinking can be difficult in emergency situations. When emergencies happen, it is important to have a well thought-out and practiced plan in writing that staff can refer to. Having such a practiced plan can prevent poor judgements made in the stress of an emergency situation. Practicing the plan also provides opportunities to identify and work out any problems that arise during practice, before actual emergencies occur. CFOC, pgs. 347-348 Standards 8.024, 8.025, 8.026

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Enforcement

Level 1 Noncompliance: If there is not a record of two drills having been conducted during the previous 12 months, and there is an actual disaster in which children were not effectively evacuated.

Level 2 Noncompliance: If there is not a record of two drills having been conducted during the previous 12 months.

(13) The provider shall document all disaster drills, including:

- (a) the type of disaster, such as earthquake, flood, prolonged power outage, tornado;**
- (b) the date and time of the drill;**
- (c) the number of children participating;**
- (d) the name of the person supervising the drill; and**
- (e) any problems encountered.**

Rationale / Explanation

Maintaining calm and composed thinking can be difficult in emergency situations. When emergencies happen, it is important to have a well thought-out and practiced plan in writing that staff can refer to. Having such a practiced plan can prevent poor judgements made in the stress of an emergency situation. Practicing the plan also provides opportunities to identify and work out any problems that arise during practice, before actual emergencies occur. CFOC, pgs. 347-348 Standards 8.024, 8.025, 8.026

Review of the evacuation records by the Department is used to determine, in part, the center's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057

Enforcement

This rule is cited when there is a record of one or both drills having been conducted, but the record does not include all of the information required in this rule.

Always Level 3 Noncompliance.

(14) The center shall vary the days and times on which fire and other disaster drills are held.

Rationale / Explanation

The purpose of this rule is so that all staff and children, including part-time staff and children, have opportunities to practice the emergency drills, and to ensure that drills are practiced during different routine times, such as meal times, nap times, etc.

Enforcement

Always Level 3 Noncompliance.